

# FSC-52-B

ROU Brief - 3/25/98

For: AVP/RSM/RBM/ROM/KAM/AM/DM/RM/AE/MC/PC/PRC/SC

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## RETAIL PROGRAMS

- ➔ **WINSTON Equity Test**  
(Contact: Lori O'Connor, #3019)
  - REMINDER: WINSTON Equity test being conducted in the Buffalo, St. Louis and Atlanta Regions will continue through second quarter.
- ➔ **Forsyth Tobacco**  
(Contact: Gwen Scott, #3340)
  - Revision of Customer Services Contacts:
    - SSA - Lu Ann Hamby, #3521
    - NESA/WSA - Donna Smitherman, #3078
    - MWSA - Charlotte Clubb, #3529
  - Customer Services contacts will assist with questions related to Forsyth Tobacco alliance accruals and payments, forecasting of private label promotions and off-invoice pricing structures for established private label accounts.

## SMS

- ➔ **Coupon Shipments**  
(Contact: Bill Brown #3324)
  - Effective immediately, all coupon orders will be shipped via **UPS**. This ends the practice of GATX sending small shipments of coupons via Certified Mail (USPS) with return receipt requested.
  - Change will eliminate need for field personnel to pick orders up at Post Office but still provides us with method of tracing shipments.
  - Requires that "ship to" locations are street addresses versus post office box numbers. UPS will not deliver to a post office box.

## SYSTEMS

- ➔ **Accounts Payable Inquiries**  
(Contacts: Millie Jefferson, #2370, Hope Hauser, #0368)
  - Effective 3/1/98, inquiries on SIS, TPS or Accounts Payable checks should be directed to Millie Jefferson, extension #2370, Fax #2279.
  - Effective 3/1/98, inquiries on sales drafts should be directed to Hope Hauser, extension #0368, Fax #0353.

## OTHER

- ➔ **Accomplishments-Sales Merchandiser**  
(Contacts: Kate Schindler, #3489, Sharon Reid, #2584)
  - Accomplishments for Sales Merchandiser form is available on F3FILL.
    - Click on Miscellaneous
    - Click on Other
  - Submit recent accomplishments to Kate Schindler 16th Floor Reynolds Building
  - Submissions will be considered for publication in upcoming Sales Merchandiser articles.

Sales		Retail	
1221	_____	1222	_____
1222	_____	1223	_____
1223	_____	1224	_____
1224	_____	1225	_____
1225	_____	1226	_____
1226	_____	1227	_____
1227	_____	1228	_____
1228	_____	1229	_____
1229	_____	1230	_____
1230	_____	1231	_____
1231	_____	1232	_____
1232	_____	1233	_____
1233	_____	1234	_____
1234	_____	1235	_____
1235	_____	1236	_____
1236	_____	1237	_____
1237	_____	1238	_____
1238	_____	1239	_____
1239	_____	1240	_____
1240	_____	1241	_____
1241	_____	1242	_____
1242	_____	1243	_____
1243	_____	1244	_____
1244	_____	1245	_____

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